

Declassification file

30 August 1972

MEMORANDUM FOR: Chief, Special Security Center

THROUGH : C/Executive Staff, DDI
D/CRS

SUBJECT : Use of Document Receipts Within CIA

REFERENCE : Proposed Uniform Procedures for Security
Control of Non-Compartmented TOP SECRET
and Sensitive Compartmented Information

1. The Office of Security proposal to discontinue existing requirements for the use of receipts for the transmittal of collateral TOP SECRET and Compartmented Intelligence documents within the Agency recognizes reality. Document receipts are rarely useful in locating or fixing responsibility for a lost document. All too often they are ignored by the recipient.

2. Receipts are of some value, however, establishing that a given document or group of documents was received by the intended recipient's office. Information Control Clerks and other experienced document handlers are often aware of problem areas in the transmittal of documents. Therefore, it is recommended that the use of receipts within the Agency be made optional at the discretion of the sender.

DDI Representative

STAT

Distribution:

Orig & 1 - Addressee
1 - C/Exec. Staff
✓ 1 - DDI/SO
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Bob -

I just don't think we can have it both ways. I vote to do away with receipts within the Agency.

REH

ADMINISTRATIVE-INTERNAL USE ONLY

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